

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Small Business Policy (SBP)

**Policy  
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**Purpose**

To establish a policy regarding the participation of small business enterprises (SBE) in County procurement activities in order to ensure maximum participation.

**Background**

The Board of Supervisors has expressed a commitment for including SBE as potential participants in all County procurements. While the County presently has several policies and procedures relative to small business, the Board of Supervisors wishes to reaffirm their commitment by assuring that SBE's have and are provided opportunities in San Diego County procurements.

**Goals**

The goals of this SBP shall be to assure that equal and fair treatment to small businesses in all County procurement practices are provided. Such goals shall include, but not be limited to, all Federal and State guidelines where small business participation is required.

**Definition**

A small business concern is one with 100 or fewer employees and average annual gross with sales of less than \$10 million over the last three tax years, and is independently owned and operated, or is certified as a Small Business Enterprise by the State of California

Procurement means any agreement, purchase order, or contract entered into by the County where the County seeks labor, and/or materials, and/or supplies.

**Policy**

This policy shall apply to all County purchases and contracts for material and services and is consistent with the overall County policy of insuring that awards are to be made to the lowest responsive and responsible offerors. Therefore, it is the policy of the Board of Supervisors that:

A. Maximum small business participation in County business is encouraged.

B. When economically feasible, large contractual requirements will be broken into smaller segments, thus permitting small business participation.

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The County shall contractually authorize progress payments to small business when the size of the contract would potentially cause cash flow problems as well as make payments to small business within 15 days of receipt of approved invoices and receiving reports as determined by the Auditor and Controller.

**Responsibilities**

The Chief Administrative Officer with the support of the Department of Purchasing and Contracting, and the required assistance of other affected departments, shall be responsible for insuring that small businesses are treated in a fair manner and are given equal opportunity as stated in the goal and set forth in the policy. At the direction of the Chief Administrative Officer, the Department of Purchasing and Contracting, will establish guidelines or procedures to insure that the goals and policy are achieved.

**Sunset Date**

This policy will be reviewed for continuance by 12-31-08.

**Board Action**

8/3/82 (47)  
5-1-84 (114)  
11-6-84 (22)  
8-11-87 (18)  
12-12-89 (49)  
6-5-90 (43)  
11-6-90 (41)  
12/8/98 (53)  
3/12/2002 (10)

**CAO Reference**

1. Department of Purchasing and Contracting
2. Office of Trade and Business